



# Dickleburgh & Rushall Parish Council

## PARISH COUNCIL 'VIRTUAL' MEETING FOR

26<sup>th</sup> May 2020

conducted via Zoom, due to Corona Virus Pandemic & isolation

A Record of Decisions taken under Delegated Powers

On Screen: Cllrs. Les Bragg, Andrew Goodman (Chair), Janice Hulett (Vice Chair), Sam Johnson, David Leyserman, Robert Theobald

In Attendance: Ann Baker (Clerk), Matthew Hill (Recognised Finance Officer), Chris Davy

Members of the Public: Dist. Cllrs. Martin Wilby and Clayton Hudson

### Public Session:

**Dist. Cllr. Wilby** – extended a big thanks to everyone in the community, the Doctors Surgery and the Village Shop particularly - for continuing to help those who need shopping, medication, a friendly voice etc. SNC have set-up 'SN Heroes' for members of the communities who have gone above and beyond during this pandemic, such as the Village Shop staff. The Government have announced that they will help in easing the re-opening of Market Towns and shops, South Norfolk as helping to facilitate this.

As Co. Cllr. he reported that eight of the Recycling Centres have now opened, the remainder opening in the next two weeks, requests for compost bins has increased and Adult Learning online has had a good take-up; the annual 'Crucial Crew' has been postponed, however the Fire & Rescue Services have provided an on-line website with a competition to win a visit from a local Fire Crew; All SNC meetings are being held online for the present and will continue to do so for some time;

**Dist. Cllr. Hudson** - congratulated the Parish Council for their first on-line meeting; Planning meetings, the Emergency Committee at SNC are carried out in this format, along with many other meetings. He too extended his thanks to all those volunteers in the community, the NHS, the Volunteers Campaign and SN Hub – which has received some 20,000 calls over the last ten weeks, with May coming to a close people are beginning to run out of money and the Help Hub endeavours to assist, any resident is able to contact the SN Hub. In the last week SN Heroes has been launched on Facebook and Twitter and in the Press, for nominations for any person or group who 'have gone the extra mile' in assisting in their community for recognition; where community groups have to require financial assistance, Members Grants of £250 are available currently; there will probably be an announcement of a new budget from July onwards to encompass the demands that this humanitarian crisis has had on the District Council.

### The Chair thanked both Councillors for their attendance

1. **Acceptance of Apologies** - Cllr. John Adlam, Co. Cllr. B. Spratt - accepted
2. **Declarations of pecuniary and other interests from members on any item to be discussed** – none
3. **The Monthly Financial Report from the RFO**, including notification of payments made over the last month:
  - a. **Payments & receipts** – a list of payments and receipts had been circulated to all Councillors – it was resolved to approve, proposed Cllr. Theobald, seconded Cllr. Johnson, all members verbally and visually approve
  - b. **Arrangements for the internal and external auditors** - these were explained – Anne Barnes will carry out the Internal Audit once the papers have been approved by all Council members on Thurs. 28<sup>th</sup> May, the information will be received back to Council and the final papers approved at the June 15<sup>th</sup> meeting before being sent to PKF Littlejohn for the External Audit
  - c. **Approval of the Financial Regulations** - there were no amendments to be made, it was resolved to approve, proposed Cllr. Leyserman, seconded Cllr. Kerr, all members responded verbally and visually to
  - d. **Approval of the Financial Risk Assessment** - following minor adjustments, which had been circulated to all Councillors prior to the meeting, it was resolved to approve, proposed Cllr. Bragg, seconded Cllr. Kerr, all members responded verbally and visually in favour

- e. **Approval of the Specific Reserves for 2020 – 2021** - to be circulated by the Clerk and approved on Thurs. 28<sup>th</sup> June
  - f. **Approval of the Year End Accounts 2019 – 2020** - to be circulated to all Councillors and approved on Thurs. 28<sup>th</sup> June
4. **Approval of the Resolutions of the Parish Council ‘meeting’, held on 6<sup>th</sup> April 2020** - the minutes were adopted as a true and accurate record, it was resolved to approve, proposed by Cllr. Theobald, seconded by Cllr. Bragg, all responded verbally and visually to approve
5. **Matters arising from the minutes of the last meeting – for information purposes only incl.:**
- a. **The Little Chippy rent** - it was noted this was received in April, the rent free months will be May, June and July. There are adjusted ‘opening times’ along with ‘Social distancing’ information, orders by phone and payment is made by contactless payment.
  - b. **PROW 3 maintenance** - the path requires cutting, particularly from the point where the permissive path joins with the original PROW 3, need to ensure that any new build will not interfere with the route; at the other end, where it meets the A140 to cross there is still no access. There were safety concerns from Co. Cllr. Spratt at this juncture, whether a gate or style is put in place before or during clearance of the path.
- ACTION** - Cllr. Johnson will investigate this end of the site and circulate photos. Cllr. Goodman and the Caretaker will look to cut the earlier part of the path. Cllr. Kerr will ask the Caretaker to call the Chair
6. **Approval of the renewal of the Chair and Vice Chair positions for the forthcoming year** – both Cllr. Andrew Goodman and Cllr. Janice Hulett agreed to remain in position until May 2021. It was unanimously approved verbally and visually by all Councillors
7. **Approval of the Standing Orders for 2020 – 2021**, noting the amendments applicable to the need for Virtual meetings as a result of the Covid 19 pandemic. Following discussion it was proposed that the Standing Orders remain as they are and that the Parish Council will meet until necessary virtually via a year’s contract with Zoom. Or should it read: following discussion it was proposed that the NALC’s amendments be inserted into the Standing Orders with the following reference, “Based upon the NALC Model Orders July 2018, modified by the Council to support the new empowerment enshrined in the Coronavirus Act 2020 and associated 2020 Regulations.” Which is the correct interpretation - I have looked at the video a couple of times & it could be either way, I think it is the latter???. It was resolved to approve, proposed Cllr. Hulett, seconded Cllr. Kerr, all in agreement – show of hands & verbal agreement
8. **Highways & PROW:**
- a. **‘Quiet Lanes’** - Cllr. Goodman led this item - in response to enquiries from residents and NP Team regarding the use of Lanes, Roads and PROW in the locality, that there had been an increase in walkers/cyclists using these and the Commons, with the gradual return to ‘normality,’ traffic increases, safety would again become an issue on the road sections. Cllr. Goodman contacted NCC Highways to see if they would support a ‘Quiet Lanes’ policy. Bob West of Highways indicated there would be support, but no funding was available – it may be possible to use the Parish Partnership scheme to assist with the purchase of posts indicating where these ‘Quiet Lanes’ operate. CPRE support such designations too. Cllr. Goodman suggested there was an obvious route around the Parish, linking PROW with quieter roads and lanes. Following discussion it was agreed that further investigation would take place and a proposed route circulated. **ACTION** - Cllrs. Goodman and Hulett offered to walk a possible route, circulate a map prior to the next meeting. **Agenda item for July**
9. **It was noted that:**
- a. **In a pond off Tumbrial Road, Rushall a number of dead pigeons had been dumped** - the person has been identified, they are aware. The land owner has decided that no action was necessary - noted
  - b. **The Local Boundary Consultation** - this has been suspended until further notice
  - c. **The new website** - Paston Chase have agreed to set-up the email addresses, Steve Jackman will set-up and train Cllr. Theobald and I to build and use a WIX website without adverts. Further details will be circulated
10. **Playing Field report:**
- a. A query from a resident regarding the opening of public spaces - the Clerk contacted SNC who confirmed that play equipment was to remain closed, until further notice
11. **A short report on the St. Clements Common, Langmere Green and Dickleburgh Moor report** - Cllr. Goodman reported: regarding St. Clements Common – there had been a query regarding the removal of wood by Martin Everett, The Open Spaces Society has given permission for this to be removed for the forthcoming year. Martin Everett no longer wishes to be associated with either areas. The Norfolk Wildlife Trust are aware the situation and with the assistance of The Conservation Volunteers would be able to arrange the cutting of the hay on both sites –

St. Clements Common and Langmere Green. Once the position is clarified Cllr. Goodman will convene a Commons Committee meeting. It was noted that the School would like access to a variety of wood for Forest School activities. **Action** - Clerk to contact Forest School teacher, Cllr. Goodman to contact Martin Everett

Dickleburgh Moor - Cllr. Hudson had been in touch with the Clerk regarding the closure of the footpath PROW 1, across the Moor. In depth discussion of the route, alternative routes, draining the area, responsibility for making progress were covered. If the PROW is to be closed, an alternative route should be proposed (evidently such a permissive path has been submitted by the Otter Trust) that is of the same quality, linking with the rest of the PROW, crossing land that is owned by the Trust, it appears that there are a couple of alternative routes that link the strands together currently. **ACTION** – it was agreed that Cllr. Theobald would circulate a response to Dist. Cllr. Hudson indicating that it was for The Otter Trust, NCC and SNC to move the issue forward.

**12. Planning Applications as received from South Norfolk Council:**

- a. **Planning Application 2020/0734 – Land west of Rushall Lodge, Harleston Road, Rushall – outline planning permission** - this application is outside the Development Boundary (which ends on the Dickleburgh boundary), it therefore contravenes Planning Regulations, it was also noted that the Neighbourhood Plan team has recorded Pack Lane as a Bridleway. It was resolved to respond to SNC indicating both these issues and that further clarification is sought.

**13. Receipt of consultees reports of planning decisions made by SNC:**

- a. **Planning Application 2020/0515 – 51 Rectory Road, Dickleburgh – a single storey extension and garage - Delegated Approval with conditions 12<sup>th</sup> May 2020**

**14. Receipt of matters of information from Councillors:**

- Sam Johnson - raised an issue from allotment holders on the Norwich Road site – there is no water to the site. Cllr. Adlam had indicated to her that Anglian Water had offered to connect both sites previously, however this had not been taken forward. Cllr. Johnson will investigate further, adding that the holders were prepared to contribute to the fees. **Agenda item for July**  
Village Shop - a letter of thanks from the Parish Council acknowledging that staff had been there every day throughout this pandemic providing services, delivering packages, medicines to those self- isolating. She has already sought their permission to nominate them for the Award and circulated a piece for the application. Clerk to send a letter of thanks on headed notepaper
- David Leyserman - reported that Rushall Village sign had been refurbished and returned to the post. A letter of thanks to be sent by the Clerk thanking Mr. Loynes for his diligent work and the giving of his time freely

**15. A Date for a ‘Virtual’ meeting and items for the next agenda has been suggested as June 8<sup>th</sup>, it was agreed to move it to the following week to allow for the Internal Audit to be carried out: **Mon. 15<sup>th</sup> June at 7.00pm, then Mon. 6<sup>th</sup> July.****

There will be a short Virtual Meeting on Thurs. 28<sup>th</sup> May, 11.00 a.m. to approve the various financial papers for the Annual Audit

The Chair thanked everyone for their attendance.

**The Virtual Meeting closed at 4.17pm**

Signed .....

Date .....

